LIMITS

❖ **Brio is Case Sensitive** on the Limit Screens. For example if you wanted to Limit on Transaction Code and ask for only B2's but you typed 'b2' the report would not return any results.

❖ **SELECT ALL:** Do Not choose the select all box. It causes the database on the server to slow down. If you want all selections for any given limit box, choose the IGNORE option. IGNORE is often used for Reporting Org 1 and Program requests. This will more efficiently retrieve your data.

❖ **Fiscal Month Limits** are handled differently then other limits:

i) Summary reports <u>are cumulative</u>. Picking month 4 gives you data through and including that month, (i.e. months 1,2,3, and 4).
ii) Detail Transaction reports are <u>not cumulative</u>. Picking month 4 gives you data for only month 4.

❖ **Remember** that if you are in a BRIO limit box and don't see the value that you are interested in, you can just type it in. You can also type in a list of values in a limit box as in value 1,value 2,value 3 ... Just make sure it is one value comma with no space in-between.

❖ **A limit in the Query section** does not have to be in the Request section. You can pull a data element into the limit line without it being part of the request line. Just remember if you want to use that data in your report or in the results area, it has to be in the request line.

❖ **Show Values in the Query Section:** Do Not use this option in any limit originating in the Query section. This is not an available option per the Departments mandate. Show Values queries the whole data base, and slows the processing time on the server for <u>all</u> queries substantially.

❖ **Show Values in the Results Section:** Do use show values in the results section. It is very useful in finding information quickly and easily. The reason is the data is already located on your computer and you are manipulating data locally instead of remotely.